



Election Observer Panel Plan

June 3RD, 2008

I. County & System Information

Shasta County Contact: *Cathy Darling* County Clerk, Registrar of Voters 1-530-225-5166

Vendor & Voting Systems: Sequoia NYC Edge and Optical Scan Paper Ballots –
Central Count 400C

II. Purpose

The Election Observer Panel is invited to observe all critical procedures of the election process, including Logic and Accuracy testing of each NYC Edge unit, absentee ballot processing, election officer trainings, Election Day activities, Election Night ballot counting, and canvass procedures.

III. Invite

Between E-60 and E-30, letters of invitation will be sent to the following:

- ◆ County Grand Jury
- ◆ Board of Supervisors, CAO, city managers, and city clerks
- ◆ Representatives from all county central committees
- ◆ Other groups or individuals who have expressed an interest in observing the election process

IV. Duties, General Rules of Conduct

Observers may:

- ◆ Observe the proceedings at the polls, including the opening and closing procedures.
- ◆ Obtain information from the precinct index that is posted near the entrance.
- ◆ Make notes and watch all procedures.
- ◆ View all activities at the central counting site on Election Day.
- ◆ View the canvass of the vote activities following the election.
- ◆ View absentee and provisional ballot processing.
- ◆ Ask questions of staff or voters at the polls.
- ◆ Ask questions of supervisors at the central counting site.

Observers are responsible for:

- ◆ Checking in at each site, whether polling place or central counting site.
- ◆ Wearing an identification badge.
- ◆ Maintaining a professional manner while observing the election processes.
- ◆ Ensuring they do not interfere with the elections process.

Observers may not:

- ◆ Interfere in any way with the conduct of the election.
- ◆ Touch any voting materials or equipment or sit at the official worktables.
- ◆ Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- ◆ Display any election material or wear campaign badges, buttons or apparel.
- ◆ Wear the uniform of a peace officer, a private guard, or security personnel.
- ◆ Talk to central counting site workers while they are processing ballots.
- ◆ Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- ◆ Touch election personnel.
- ◆ Eat or drink in the polls or the central counting site.
- ◆ Assist in operations at any polling place.



Election Observer Instructions

Please read these Election Observer Instructions. Observers who violate these instructions may be asked to leave the work area for the remainder of the day.

The California Election Code provides for the public, candidates, committees and parties to observe ballot counting, Absentee and Provisional Ballot verification.

Observers may not disrupt the working environment of the Registrar of Voters staff, and must:

- ◆ Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work.
- ◆ Keep at arms length from the staff at all times and never touch a staff member.
- ◆ All questions and concerns must be addressed to the Registrar of Voters or the Assistant Registrar of Voters.

Whenever possible, persons or groups wishing to observe should contact our office at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.

Observers must sign in and out with the department, with ROV staff, and must wear department badges for security purposes, turning them in to ROV staff before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Please set the ring on silent or turn off the phone. Department phones are not for public use.

The Office of the Registrar of Voters is strictly non-partisan. Please avoid partisan comments and discussions while in the department.

Observers cannot touch any paper ballot or electronic ballot (cartridge).

Observers cannot enter restricted areas unless accompanied by an election official, with appropriate security level.



Election Observer Activities

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify Cathy Darling by e-mail at cdarling@co.shasta.ca.us or by phone at 530-225-5166.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 1643 Market St., Redding, CA 96001, unless otherwise noted.

Detail of Activities

- Vote-By-Mail Ballot Mailings – **Monday, May 5th, 2008** through **Tuesday, May 27th, 2008**. More than 200 ballots have already been mailed to our overseas and military voters. Beginning **May 12th, 2008** vote-by-mail ballots will be keyed in as received and signatures verified. If a signature is missing, efforts will be made to contact the voter.
- Vote-By-Mail Ballot Processing – begins **Friday, May 23rd**, at 8 a.m. Elections Code §15101 allows election officials to begin processing vote-by-mail ballots 7 business days prior to the election. Activities include: opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted. While the 400C is tabulating votes, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8 p.m., June 3rd.
- Logic and Accuracy Testing of the Edge touch screens is scheduled for **the week of May 12th**. Testing of the 400C Central Count Units is scheduled for **the week of May 27th**. Please call for exact times.
- **Election Day** – enclosed is a list of polling sites that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedure at the polls (except as to how one voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers. They may not handle official ballots or intrude upon the voting process.
- Election Night Procedures – After the polls close, results from the vote-by-mail ballots will be released at the office. Election officials who have worked the polls will bring their ballots and results cartridges from the polls to the County Clerk/Elections Department for the votes to be compiled. Result cartridges and Ballots from the precincts will be tabulated at the central counting location and totals released periodically throughout the night. Semi-official election night results will be available in hardcopy at the office when all precinct ballots and cartridges are processed.
- On Thursday, **June 5th**, we will begin our official canvass of the vote, which includes processing all remaining ballots, researching provisional ballots, auditing the polls, conducting a 1% manual tally of all paper ballots, and VVPATs.
- Pursuant to Elections Code §15372, the elections official shall prepare a certified statement of the results of the election within 28 days of the election.



Election Schedule

June 3RD, 2008 Election

Monday, May 5th, 2008 through Monday, June 2nd, 2008

8am – 5pm	Process Vote-By-Mail Ballots	Elections Office
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Monday, June 2nd, 2008

8am – 5pm	Process Vote-By-Mail Ballots - Tabulation	Elections Office
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Tuesday, June 3rd, 2008

7am	Polls Open	All Precincts, Countywide
8am – 5pm	Process Vote-by-Mail Ballots	Elections Office
8pm	Polls Close	All Precincts, Countywide
8:30pm	*Vote-by-Mail Results Available	Elections Office
8pm – All precincts are accounted for	Ballots/ PCMCIA Cards Received	Elections Office
8pm - Complete	Process Ballots/ PCMCIA Cards	Elections Office

**Results of the first ballots counted will be released starting at approximately 8:30pm and continuous updates will be released throughout the evening until the election night count is complete.*

Thursday, June 5th, 2008

9am	Canvass of Vote Commences	Elections Office
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The canvass will continue daily, except Saturday, Sunday, and Holidays until complete.

The above schedule of activities is provided for your convenience. You may randomly observe any, or all, of the process. We will follow the schedule as closely as possible.